

COMMONWEALTH OF VIRGINIA

ALFRED W. GROSS
COMMISSIONER OF INSURANCE
STATE CORPORATION COMMISSION
BUREAU OF INSURANCE



P.O. BOX 1157
RICHMOND, VIRGINIA 23218
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<http://www.scc.virginia.gov/division/boi>

April 1, 2008

To: All Consultants and Viatical Settlement Brokers licensed to transact the business of insurance in the Commonwealth of Virginia

Enclosed is your renewal application PIN3001. The application and renewal fee **MUST** be received by this office prior to June 1, 2008; if not, the license will terminate on June 30, 2008. **No matter when during the year that your license was issued, it expires on June 30 unless renewed.** You may use one application form to renew more than one license type. The renewal fee is \$50.00 per license type. **Personal checks ARE NOT accepted.**

Nonresidents are not required to submit a certification letter. Licensing will be verified through the NAIC's Producer Data Base (PDB) prior to the renewal of the license. However, if your home state **does not** report your license authority to the NAIC's Producer Data Base (PDB), attach a current (no more than 90 days old) certification letter from the insurance department in the state in which you reside.

A criminal history report is not required to renew the license. However, if you have been convicted of a criminal offense after your original license was issued, you must submit a written statement explaining the circumstances of each incident, a certified copy of the charging document and of the official document that demonstrates the resolution of the charges or any final judgment, and if applicable, a letter from the federal or state probation and parole office outlining your performance or satisfactory completion of probation. In addition **Virginia residents** must also submit a current (no more than 90 days old) criminal history record report which can be obtained from the Virginia State Police at 804 674-2000.

Pursuant to Virginia Code § 38.2-1857.5, an agent (resident or nonresident) is required to report to the Bureau of Insurance within 30 calendar days the facts and circumstances regarding a conviction of or pleading guilty or nolo contendere to any felony offense.

Please direct any questions to the number listed below.

Sincerely,

Shauna E. Clements

Shauna E. Clements
Principal Office Technician
Agent Licensing Section
804-371-9631

Attachments: Form PIN3001